### Approved For Release 2001/11/01 : CIA-RDP78-05054A000100100033-1

MEMORANDUM CODA ATT MI Companiate	CC OA Thurston OC O	•
MEMORANDUM FOR: All ML Careerists,	GS-04 Inrough GS-00	D .
SUBJECT : Project PACE Regis	ter	
REFERENCE : Logistics Notice N	o. 20- , dtd	
l. A register is being create and the wage board equivalent, who by Project PACE. Under this new co PACE vacancies need apply only once in a confidential central file main each PACE vacancy occurs, all emplo by the working group to determine to all employee interested in only to fill in the information on	are interested in journest, an employee in a year. The application of the PACE wees on the register their interest in the being placed on the second or the second in the	ob vacancies offered interested in future cations will be kept working Group. As will be contacted a vacant position.
man, Project PACE Working Group. A him or her with further information	member of the worki	
*	Michael J. Malanick Director of Logistic	
Att: Registry Form		
TO: Chairman, Project PACE Working Room 1236, Ames Building	Group	
		•
I am interested in applying fo	r the PACE program.	Please have a
member of the working group contact	me.	•
+	NAME:	
•	OFFICE:	EXTENSION:

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### PROPOSED PROJECT PACE REGISTRY FORM

INSTRUCTION: The basic background information contained in this completed application will be used for the Project PACE program. It is essential that you answer all the questions on this form carefully and completely as it will be an important element in the selection process if you have not participated in a particular activity, write not applicable (N/A)

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ype of	Job	Grade (m	onth, year)	Supe	rvisor	Тур	e of Duties	
		<u>, , , , , , , , , , , , , , , , , , , </u>						
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FORM NO.

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#### INTRODUCTION

Project PACE is establishing a register of applicants for positions designated as training positions under the project. The selections for all future PACE vacancies will be made from this register. In order to standardize the selection of the applicants, the PACE Working Group devised the attached questionnaire. This questionnaire serves a two-fold purpose: to rate all of the applicants against the same standard, and to provide the working group with answers to the types of questions it believes are needed to give each individual an objective evaluation.

Remember, this evaluation will be a major factor in the selection process.

# CONFIDENTIAL Approved For Release 2001/11/09 12 PC A 1 PC

#### PROPOSED PROJECT PACE QUESTIONNAIRE

MEM	RANDUM FOR:	
SUB	ECT : Project PACE Applicant Questionnaire	
REF	RENCE : LN 20- , dtd	
	is being considered for the PACE pro-	
grai	In selecting candidates for this program, the selecting official depends	
on	formation provided by the applicant's immediate supervisor. Please respond	
to ·	e questions set forth below and return to the Chairman, PACE Working Group,	
Plai	and Programs Staff, Room 1236, Ames Building, within 15 working days from	
the	bove date. Your candid evaluation will be of assistance to us in deter-	
min <sup>.</sup>	g the employee's suitability for assignment to the PACE program.	
	25X	1
	Chairman, PACE Working Group	
1.	re you the applicant's current supervisor?	
	Yes No - If no, please explain.	
2.	ow often do you observe the applicant's performance?	
	Occasionally Frequently Infrequently	
3.	ow long have you supervised the applicant?	
	number of months)	
4.	ow long have you known the applicant?	
	number of months)	

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5.	In your judgment, how well does the applicant communicate orally?
	Outstanding Strong Proficient Marginal
	UnsatisfactoryNot Observed
6.	How would you judge the applicant's ability to communicate in writing?
	OutstandingStrongProficientMarginal
	UnsatisfactoryNot Observed
7.	In your judgment, does the applicant possess any leadership qualities? If yes, please comment in the remarks section.
	Yes No Not Observed
8.	Please provide overall ratings on applicant's last three fitness reports (beginning with the most recent).
9.	How would you judge the applicant's work habits and dependability?
	Outstanding Strong Proficient Marginal
	Unsatisfactory
10.	Please rate the applicant's ability to work without close supervision.
	OutstandingStrongProficientMarginal
	UnsatisfactoryNot Observed

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Signature of Applicant		• • •	1	